

Choir Director/Handbell Director – Job Description
First Congregational Church, United Church of Christ
Grand Junction, Colorado
www.uccgj.org | facebook.com/uccgj

First Congregational Church UCC is a progressive, Open and Affirming, Accessible to All, social justice-oriented congregation. We begin worship every Sunday with the affirmation: “Whoever you are...and wherever you are on life’s journey... you are welcome here!” We strive to take seriously Jesus’ call to live a life of compassion, seeking justice for all, and living out our informal motto, “We love, we listen, we help.” The music ministry of our church reflects this commitment to inclusion and justice.

Position Description

The Choir Director/Handbell Director works closely with the Senior Minister, the Worship & Celebration Team, including other musicians on staff, to ensure the selection and preparation of choir/handbell music appropriate for worship. The Choir Director/Handbell Director reports to the Senior Minister. Salary Range: \$900 -- \$1000 per month

People who are interested in applying for only one of the two positions are encouraged to apply, with the understanding that job duties, responsibilities and salary will be modified accordingly.

The Choir Director is responsible for managing and directing a program of one or more vocal choirs in regular and special worship services at First Congregational Church.

The Handbell Choir Director is responsible for managing and directing a program of one or more handbell/chime choirs to provide music for regular and special worship services at First Congregational Church.

General Qualifications

A skilled musician with experience in the music ministry of a church, either as a professional or volunteer.

Effective interpersonal communication skills, engaging well with volunteers and staff.

Understanding of the seasons of the church year and selection of appropriate music.

Consistent and aware of time and scheduling for rehearsals.

Choir Director

- Skilled musician with proficiency in reading music.
- Experience in directing a vocal choir and understanding of the principles of vocal coaching and production of good choral sound.
- Openness to various musical styles.

Handbell Choir Director

- Skilled musician with knowledge of handbell literature.
- Experience in playing in or directing a handbell choir and understanding of the principles of handbell technique and production of a good handbell ensemble.

Duties and Responsibilities

Choir Director

- Plan, lead, direct and coordinate a vocal choir program for the Church. This should include a chancel choir that will sing for at least 3 regular worship services per month from September through May, as well as special services (Christmas Eve, Ash Wednesday, Maundy Thursday).
- Conduct weekly rehearsals with occasional exceptions when the choir has a Sunday off.
- Prepare the choir for its role to provide musical leadership for congregational singing.
- Participate in monthly Worship Team meetings and work collaboratively with other staff.
- Determine budget needs for the choir program each year.
- Develop and maintain a varied library of choral music through frequent review of new music and periodic purchases based on authorized budget, skills and interests of the choir(s), and worship needs.
- Provide information as needed for all church communications: bulletin, newsletter, email notices, publicity, etc.
- Recruit special musicians for summer worship.
- Commit to professional growth through reading, continuing education, and participation in local and regional workshops when possible. Financial support may be requested for continuing education.

Handbell Choir Director

- Plan, lead, direct and coordinate a handbell choir program for the Church. This should include at least one choir that will play at least once a month from September through May.
- Conduct weekly rehearsals from September through May, with occasional weeks off.
- Participate in monthly Worship Team meetings and work collaboratively with other staff.
- Determine budget needs for the handbell choir program.
- Develop and maintain a varied library of handbell music.
- Assure maintenance of handbell equipment.
- Provide information as needed for all church communications: bulletin, newsletter, email notices, publicity, etc.
- Commit to professional growth through reading, continuing education, and participation in local and regional workshops when possible. Financial support may be requested for continuing education.

Employee Signature

Date

Supervisor Signature

Date